Introduction

System For Time And Attendance Reporting (STAR 4.25 Web-Based Version)

The System for Time and Attendance Reporting (Star 4.25 is a Web-Based Version) is designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PCs) running with either Explorer 6.0 (or higher) or Netscape Navigator 6.23 (or higher). STAR 4.25 is used by agencies to prepare, print, and transmit time and attendance reports (T&As) to be sent to NFC for processing. Transaction Code (TC)and leave type tables used in STAR 4.25 are maintained at NFC. Because 4.25 is a real-time Web-based application, accounting information is validated through the Management Account Structure Codes System (MASC) as the timekeeper enters each line on the T&A. This helps to eliminate errors therefore, resulting in less corrected T&As. STAR 4.25 operates in a Web environment requiring access to the Internet and NFC security access. STAR 4.25 is accessed through a link on the NFC home page.

Through the use of STAR 4.25 and local communication capabilities, agencies can prepare (T&As) on any Personal Computer (PC) meeting the minimum hardware and software requirements and mark the T&A as transmitted to be picked up by NFC for processing. This is done on a database at NFC via an Internet connection. The T&As can be marked for transmit either individually or as a group by contact point. T&As marked for transmit are pulled from the STAR 4.25 database prior to the running of the T&A Validation system (TIME) job.

STAR 4.25 is used to:

- Maintain an employee detail record for each employee at a specific T&A contact point. This record contains information relating to the employee's pay plan, work schedule, and other pertinent employee data needed for T&A reporting.
- Gather data entered by timekeepers for the purpose of recording attendance and leave and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Enter corrected/split T&As.
- Perform certain edits to determine if the data is correct.
- Print T&As to be reviewed and approved by supervisory personnel.
- Select T&As for transmission to NFC.

This training manual is intended to serve as an accessory to Title I, Chapter 7, Section 5, Web-based System for Time and Attendance Reporting (STAR 4.25 Web-Based Version).

Hardware And Software Requirements

You will need the following equipment to run STAR 4.25:

- A personal computer (PC) with Internet capabilities.

- Access to the Internet with an Internet Explorer browser of 6.0 or higher or a Netscape Navigator browser of 6.2.3.
- Printer capable of printing Web pages.
- An NFC User ID with access to STAR 4.25.

For more information please see Title 1, Chapter 7, Section 5.

Regulations/Resources/Contacts

In order to fully understand STAR 4.25, users should familiarize themselves with the following:

NFC EXTERNAL PROCEDURES
TITLE I, PAYROLL/PERSONNEL MANUAL
CHAPTER 7, TIME AND ATTENDANCE PROCEDURES
SECTION 5, SYSTEM FOR TIME AND ATTENDANCE REPORTING (STAR 4.25 WEB-BASED VERSION)

If you need a copy of the procedure, go to *www.nfc.usda.gov* and click the Pubs & Forms icon.

For training, security issues, or assistance with the system, please contact Customer Support personnel at **504-255-5230** .

STAR 4.25 Users

The local Agency Security Officer requests access for STAR 4.25 users by either sending an e-mail to the Information Systems Security Officer (ISSO) or by sending a fax which contains the Security Officer's signature. Roles are assigned in STAR 4.25 based upon the Security Officer's Request. **Note**: The request should identify the contact point(s) that the user will have access to.

The available roles are as follows:

Timekeeper: Performs T&A functions and establishes, maintains, and prints employee data.

Transmitter: Establishes Job Control Language (JCL) and transmits T&As to NFC.

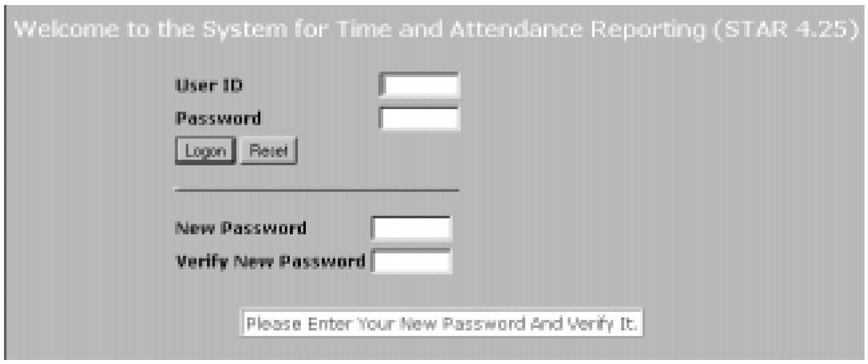
Application Administrator: Establishes T&A contact points and assigns T&A contact point to users. The agency must designate an individual(s) to serve in this role. This role is responsible for safeguarding STAR 4.25 at the agency location, provide guidance to users, and act as a liaison between STAR 4.25 users and NFC for STAR 4.25 matters.

NFC Administrator: The NFC Administrator role is limited to NFC personnel. It is an NFC only role. The NFC Administrator maintains and updates the STAR 4.25 Transaction Codes (TC), leave type,and pay period tables at NFC. The NFC Administrator updates the STAR 4.25 TC and leave tables only when there has been an update to the TCs (and the TC Descriptors) and/or leave types in Table Management System (TMGT) Table 032, Transaction Codes.

Logging On To STAR 4.25

STAR 4.25 Logon Page

1. Logon to the Internet.
2. Connect to the NFC home page at ***www.nfc.usda.gov***.
3. Double-click the STAR 4.25 icon. The STAR 4.25 Logon page is displayed.



STAR 4.25 Logon page

4. On the Logon page complete the fields as follows:

User ID - Type your NFC Mainframe user ID.

Password - Type your NFC Mainframe password.

5. Click **[Logon]** to log onto STAR 4.25.

OR

Click **[Reset]** to clear the fields.

Change Password Pop-up

1. On the STAR 4.25 Logon page, select **[Change Password]**. The Change Password pop-up appears.

Change Password pop-up

2. On the Change Password pop-up, complete the fields as follows:

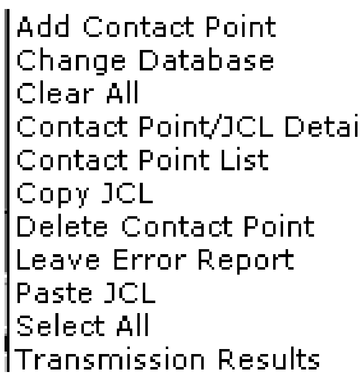
   New Password - Type your new NFC Mainframe password. A password change will be required due to either expiration of the old password or any valid security issue.

   Verify New Password - Verify your new NFC Mainframe password by typing the same password that you typed in the New Password field.

3. Click **[Logon]**.

Drop-down Menus

STAR 4.25 operates with various drop-down menus depending on the window you are currently working in and/or the function you are performing. The first drop-down menu displayed is the Select An Action drop-down menu. STAR 4.25 drop-down menus are displayed below:



Select An Action drop-down menu (for the Contact Point List)

To use the Select An Action (for the Contact Point List) drop-down menu:

1. On the Contact Point List window, click the down arrow. The Select An Action drop-down menu (for the Contact Point list) is displayed.
2. Select from the following actions on the menu:

   Add Contact Point. The ***Add Contact Pointl*** option is used add contacts for a timekeeper. This function is performed by the Administrator. The Contact Point tab is displayed when you select this option.

   Change Database. The ***Change Database*** option displays the Select A Database drop down menu if a timekeeper has access to more than one database. From this menu, a timekeeper can change the database that he/she is working in.

Clear All. The ***Clear All*** option deselects any contact points that were selected on the Contact Point List. You do not need to have all contact points selected to use this option.

Contact Point/JCL Detail. The ***Contact Point Detail/JCL Detail*** option is used to display the Contact Point JCL (Job Control Language) and the Contact Point tabs. You can modify the JCL or contact point information using this option.

Contact Point List. The ***Contact Point List*** option is a list of contact points available to that timekeeper within a database. The Contact Point List also indicates whether or not a Job Control Language (JCL) has been established for that contact point.

Copy JCL. The ***Copy JCL*** option is used to copy JCL from one contact point to another contact point(s). This option is used in conjunction with the ***Paste JCL*** option. This function is used by the Application Administrator only.

Delete Contact Point. The ***Delete Contact Point*** option is used to delete contact point(s) from a timekeeper's contact point list.

Leave Error Report. The ***Leave Error Report*** option is used to access the leave error report for the contact point for which you are currently processing T&As.

Paste JCL. The ***Paste JCL*** option is used to paste a copied JCL from one contact point to another contact point(s). This option is used in conjunction with the ***Copy JCL*** option. This function is used by the Application Administrator only.

Select All. The ***Select All*** option selects all contact points a timekeeper has access to. This option can be used even if one (or multiple) contact point(s) is already selected.

Transmission Results. The ***Transmission Results*** option is used to check the status of transmitted T&As.

3. After selecting the applicable option, perform the desired function.

To use the Select An Action drop-down (for the Employee List) menu:

1. On the Contact Point List window, double-click the applicable contact point. The Select An Action (for the Employee List) drop-down menu is displayed.

Select An Action (For The Employee List) drop-down menu

2. Select from the following options:

Add Employee. The ***Add Employee*** option is used to add a new employee into STAR 4.25. This is used only for employees who have not previously been processed in STAR 4.25 or the Payroll/Personnel database.

Add T&A. The ***Add T&A*** option is used to add a new T&A for an employee.

Change Contact Point. The ***Change Contact Point*** option is used to change an employee's contact point on the Employee Detail.

Change Database. The ***Change Database*** option is used to change the database and select a different database in which to display T&As for.

Clear All. The ***Clear All*** option is used to clear all name(s) selected on the Employee List.

Contact Point Detail. The ***Contact Point Detail/*** option is used to display contact point information for an employee(s).

Correct T&A. The ***Correct T&A*** option is used to prepare a corrected T&A for employee selected on the Employee List.

Delete Employee. The ***Delete Employee*** option is used to delete an employee from the Employee List. Once a T&A has been prepared for an employee, that employee cannot be deleted.

Delete T&A. The ***Delete T&A*** option is used to delete a T&A for an employee. You cannot delete a T&A that has already been transmitted.

Filter List. The ***Filter List*** option allows the user to perform various options. For more information on the ***Filter List*** option, see **To Use The Filter List Drop-Down Menu.**

Import. The ***Import*** option is used to import T&A(s) for one or more employees from the NFC Payroll/Personnel database into STAR 4.25.

Merge T&A. The ***Merge T&A*** option is used to merge a split T&A back into a regular T&A.

Move Employees. The ***Move Employees*** option is used to move an employee(s) from one contact point to a different contact point.

Pay Period List. The ***Pay Period List*** option is used to view a list of available pay period with the corresponding dates.

Print Selected T&As. The ***Print Selected T&As*** option is used to print T&As for any name(s) selected on the Employee List.

Refresh. The ***Refresh*** option closes the open window and displays the Employee List with updated processed information.

Rollover. The ***Rollover*** option is used to roll over all of the T&As for a contact point from one pay period to the next.

Select All. The ***Select All*** option is used to select all names on the Employee List.

Show All T&As. The ***Show All T&As*** option displays the current T&A for an employee.

Show T&A. The ***Show T&A*** option displays the current T&A for an employee.

Split T&A. The ***Split T&A*** option is used to prepare a split T&A for an employee.

Transmit Selected T&As. The ***Transmit Selected T&As*** option is used to transmit T&As for any name(s) selected on the Employee List.

The Select A Database drop-down menu is displayed when you select the Change Database option on the Select An Action drop-down (for the Employee List) menu.

To use the Select A Database drop-down menu:

1. On the Select An Action drop-down (for the Employee List) menu, select **Change Database**. The Select A Database drop-down menu is displayed.

AGRICULTURE AGENCIES
OTHER AGENCIES
TREASURY AGENCIES
HOMELAND AGENCIES

2. Select from the applicable database.

The Show All T&A's drop-down menu is displayed when you select Show All T&A's for an employee on the Select An Action drop-down (for the Employee List) menu. The applicable employee's T&A List is also displayed with the Show All T&As drop-down menu.

To use the Show All T&As drop-down menu:

1. On the Select An Action drop-down (for the Employee List) menu, select ***Show All T&As*** for a specific employee. The Show All T&As drop-down menu along with the applicable T&A List is displayed.

Change Contact Point
Clear All
Refresh

Show all T&As drop-down menu

PP	YR	C	S	Trans Date	Status
11	04	0	0	...N/A...	New
10	04	0	0	6/2/2004	Rel
09	04	0	0	6/3/2004	Rel
08	04	0	0	6/3/2004	Tra
07	04	0	0	6/3/2004	Tra

T&A List

2. Select from the following options:

   Change Contact Point. The ***Change Contact Point*** option is used to change an employee's contact point on the Employee Detail.

   Clear All. The ***Clear All*** option clears any T&A(s) that were previously selected on the T&A List.

   Refresh. The ***Refresh*** option closes the open window and displays the Employee List with updated processed information.

To use the Filter List drop-down menu:

1. On the Select An Action drop-down (for the Employee List) menu, select ***Filter List***. The Filter List drop-down menu is displayed.

All
Error
In Progress
New
No T&A
Released
Transmitted
Verified
Submitted

Filter List Drop Down Menu

2. Select from the following options:

All. The ***All*** option is used to display all employees on the employee list.

Error. The ***Error*** option is used to display all T&As on the employee list that are in error status.

In Progress. The ***In Progress*** option is used to display all T&As on the employee list that are in progress.

New. The ***New*** option is used to display all new T&As on the employee list.

No T&A. The ***No T&A*** option is used to display all employees on the employee list that have no T&As.

Released. The ***Released*** option is used to display all T&As on the employee list that have been released to NFC for processing.

Transmitted. The ***Transmitted*** option is used to display all T&As on the employee list that have been picked up by NFC and are in transmitted status.

Verified. The ***Verified*** option is used to display all T&As on the employee list that have been verified.

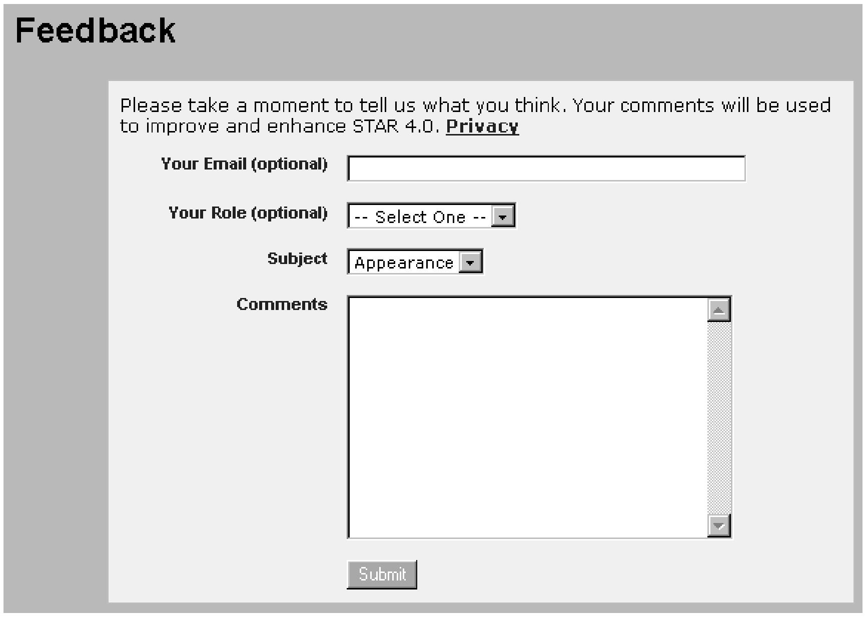
Submitted. The ***Submitted*** option designates that a transmitted T&A has been received and is waiting to be edited by TIME.

Feedback

You can comment about STAR 4.25 to NFC via a Feedback link on each STAR 4.25 window.

To use the Feedback option:

1. On any STAR 4.25 window, click the Feedback link. The Feedback pop-up appears.



Feedback pop-up

2. On the Feedback pop-up, complete the fields as indicated.
3. Click **[Submit]**.

STAR 4.25 Buttons

STAR 4.25 Command Buttons

Button	Description
Build	Used to build JCL.
Cancel	Used to cancel a function.
Clear	Used to clear certain fields on the Employee Detail tab.
Clear TA	Used to clear all fields on the Bi-Weekly T&A tab.
Close	Used to close a pop-up.
Delete	Used to delete.
Find	Used to search for the data entered.
Go	Used to perform an action.
Help	Used to display window-level help. Pop-ups do not have window-level help.
Less	Used to take away lines on the T&A.
Logon	Used to logon onto STAR 4.25.
More	Used to add lines to the T&A.
OK	Used to close a window and save data.
Print	Used to print the T&A.
Reset	Used to refresh the fields.
Save	Used to save entered data.
Verify	Used to verify the information entered on the T&A.
?	Used to display field-level help.

STAR 4.25 Command Buttons

Button	Description
...	Used to display lists of data.

Message Pop-ups

Throughout STAR 4.25, message pop-ups appear when certain actions are performed. These pop-ups notify the user of an action that must be taken and/or an error condition that must be corrected. Command buttons are used on these pop-ups. These command buttons accept or cancel the message. You must click a command button in order for the pop-up to disappear and to be returned to the active window. Following is an example of a message pop-up.

Example of a Message pop-up

Contact Point Maintenance

The Contact Point option is used by NFC to identify the source of T&As being sent in for payment. The Administrator can establish contact points in STAR 4.25. A contact point added in STAR 4.25 must be in accordance with the 10-position contact points listed in TMGT, Table 003, T&A Contact Point Name and Address.

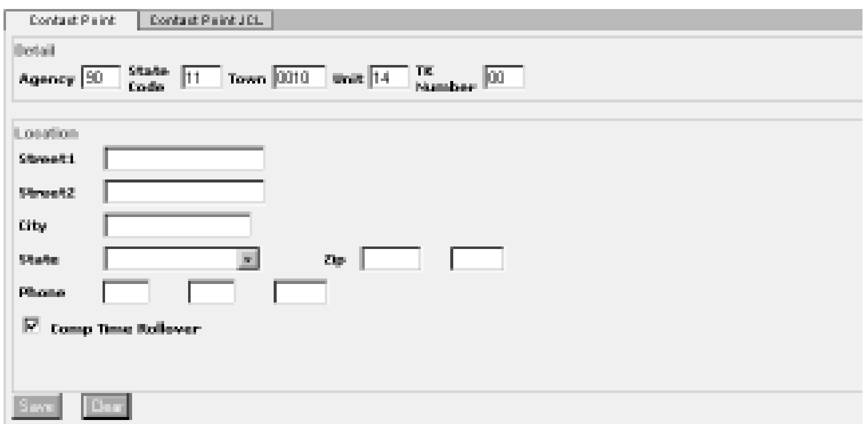
To establish/update a contact point in STAR 4.25:

1. To establish a new contact point, on the Select An Action drop-down menu, select **Add Contact Point**. The Contact Point tab is displayed.

   OR

   To update a contact point, select the applicable contact point on the Select An Action drop-down menu.

2. Select **Contact Point/JCL**. The applicable Contact Point Tab is displayed.

   Contact Point tab

3. **Complete** the fields as follows:

   Agency - Type the agency code.

   State Code - Type the state code.

Town - Type the town code.

Unit - Type the unit code.

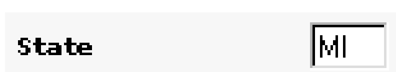
TK Number - Type the timekeeper number.

Street 1 - Type the first line of the street address.

Street 2 - Type the second line of the street address.

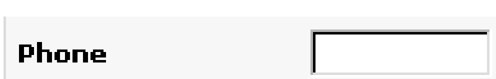
City - Type the city.

State - Type the state abbreviation.



Zip - Type the ZIP+4 code.

Phone - Type the phone number in the **XXX-XXX-XXXX** format.



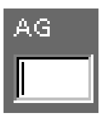
Comp Time Rollover - Click this box to roll over your compensatory time. If this box is left blank, the compensatory time balance is zeroed out at the beginning of the leave year. **Note:** Comp Time Rollover Box wll automatically be checked. If you do not want your compensatory time to roll over click the box and the checkmark will be deleted.

4. Click **[Add]**. The Contact Point that was added will appear on the contact point list on the left side of the window.

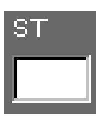
Search For A Contact Point

1. Complete the fields below the contact point list as follows:

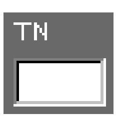
   Ag - Type the agency code.



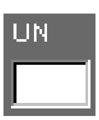
   St - Type the state code.



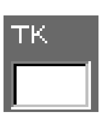
   Tn - Type the town code.



   Un - Type the unit code.



   Tk - Type the timekeeper code.



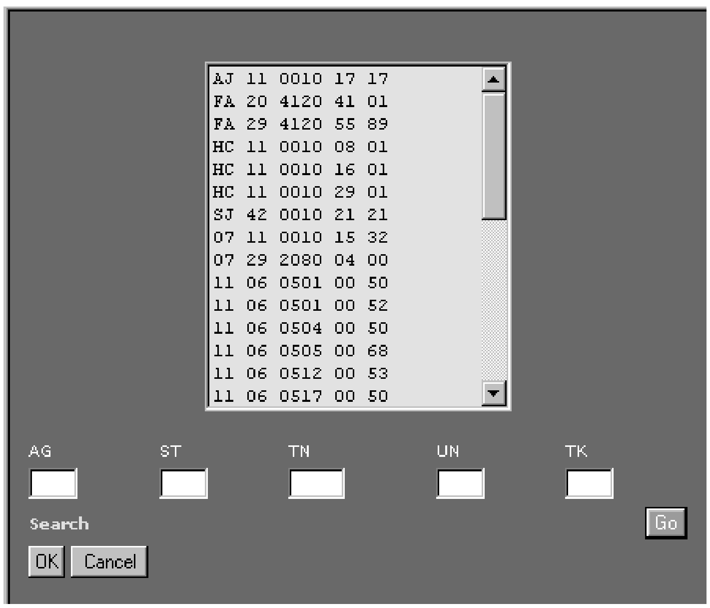
2. **Click [GO]**. The applicable contact point(s) is displayed on the contact point list on the left side of the window.

Move An Employee From One Contact Point To Another

If an employee moves from one contact point to another, the application administrator can move the employee to the new contact point.

To move an employee from one contact point to another:

1. On the Employee List, select the applicable employee to be moved**.**
2. On the Select An Action (for the Employee List) menu, select **Move Employees**. The STAR Move Employees pop-up appears.
3. On the drop down menu, select ***Move Employees***. The STAR Move Employees pop-up appears.



STAR Move Employees pop-up

4. On the STAR Move Employees pop-up, select the applicable contact point from the list box. This is the contact point that you want to move the employee to.

OR

To locate the applicable contact point, complete the fields as indicated.

5. If you selected a contact point from the list box, click **[GO]**. The employee is moved.

OR

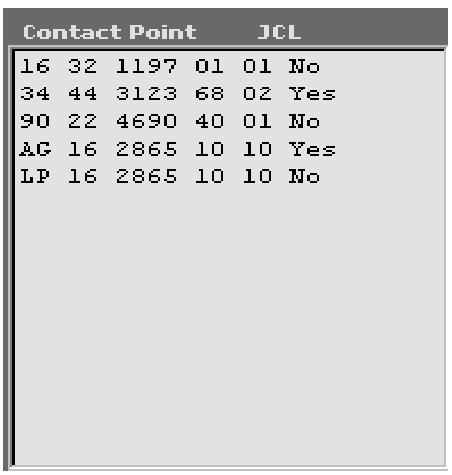
If you completed the fields, click **[OK]**. The applicable contact point is displayed in the list box.

6. After clicking **[OK],** select the displayed contact point and click **[Go]**. The employee is moved.

Navigating The Contact Point List

If a timekeeper has access to more than one contact point, a Contact Point List is displayed when he/she first logs on to STAR 4.25. The Contact Point List contains a list of contact points available to that timekeeper within a database. The Contact Point List also indicates whether or not a Job Control Language (JCL) has been established for that contact point. From the Contact Point List, the timekeeper can select the applicable contact point and navigate in STAR 4.25.

Note: You can return to the Contact Point List at any time by clicking the Contact Point List Link above the list displayed on the left-hand side of the active window.



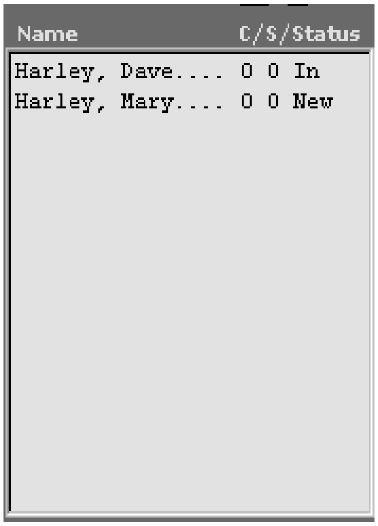
Contact Point List

To Use The Contact Point List

1. Log on to STAR 4.25. The Contact Point List is displayed with a list of contact points available to the timekeeper. A corresponding Select An Action drop-down menu is also displayed listing the actions available to the timekeeper.
2. On the Select An Action drop-down menu, select the applicable action.

OR

Double-click the applicable contact point to display the corresponding Employee List for that contact point.



Employee List

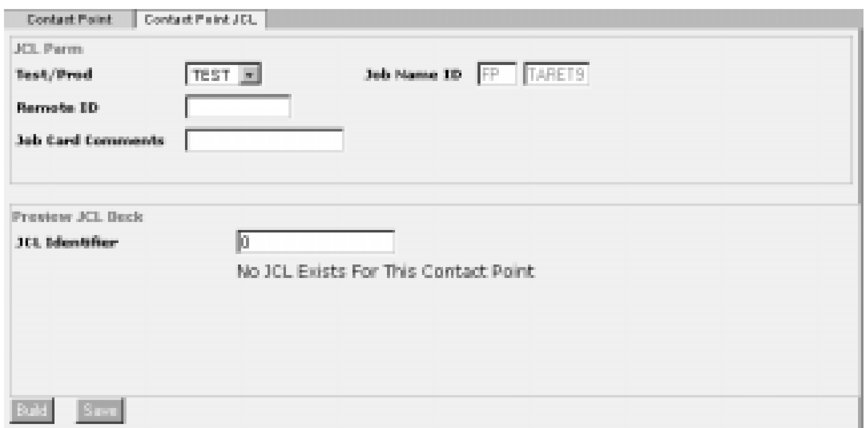
Building JCL

The Building JCL option allows the Transmitter to build JCL. The JCL that is built is displayed in the Preview JCL Deck box.

JCL is used when transmitting T&As to NFC for processing. The Contact Point JCL option is used by the Transmitter to establish or change JCL. JCL must reflect your agency's specifications to transmit files before data can be transmitted to NFC. All T&As must be submitted with JCL.

To Build JCL:

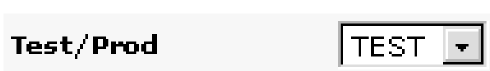
1. On the Select An Action (For The Employee List) menu, select **Contact Point JCL**. The Contact Point JCL tab is displayed.



Contact Point JCL tab

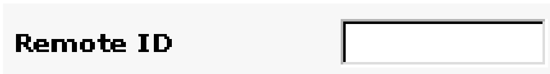
2. On the Contact Point JCL tab, complete the fields as follows:

Test/Prod - The JCL files can be changed to send transmission files as a test **(Test)** or can be changed to send transmission files to production **(Prod)**. If **"test"** is entered, the cursor moves to the Remote Id field. If **"Prod"** is entered the cursor moves to the Job Name Id field.

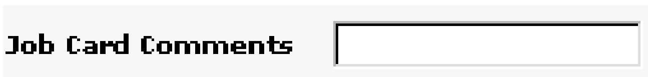


Job Name Id - Type **FP** for USDA agencies. For Non-USDA agencies, type the 2 characters assigned to your agency.

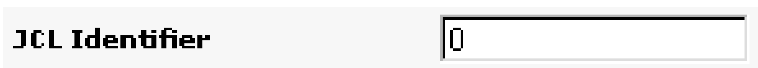
Remote Id - Type your NFC-assigned **printer ID**.



Job Card Comments - Type **agency information**, as needed, such as telephone number, initials, contact information, etc.



JCL Identifier - This field is system generated based upon information entered in the above fields.



3. Click **[Build]** to display the resulting JCL. JCL is established and appears in the middle portion of the window.
4. Click **[Save].**
5. If further updates are needed after the JCL is established, make the applicable changes in the JCL Parm box and click **[Build]** to change the JCL.
6. Once all changes have been made, click **[Save].**

Copy JCL To Another Contact Point

This option allows the Transmitter to copy JCL from one contact point to one or more contact point(s).

On the Contact Point/JCL Detail tab:

1. **Select** the applicable **contact point** that contains the JCL to be copied.
2. **Select** *Copy JCL*. The Copy pop-up appears.
3. **Click [OK].**
4. **Select** *Paste JCL***.** The JCL is copied.

Tables

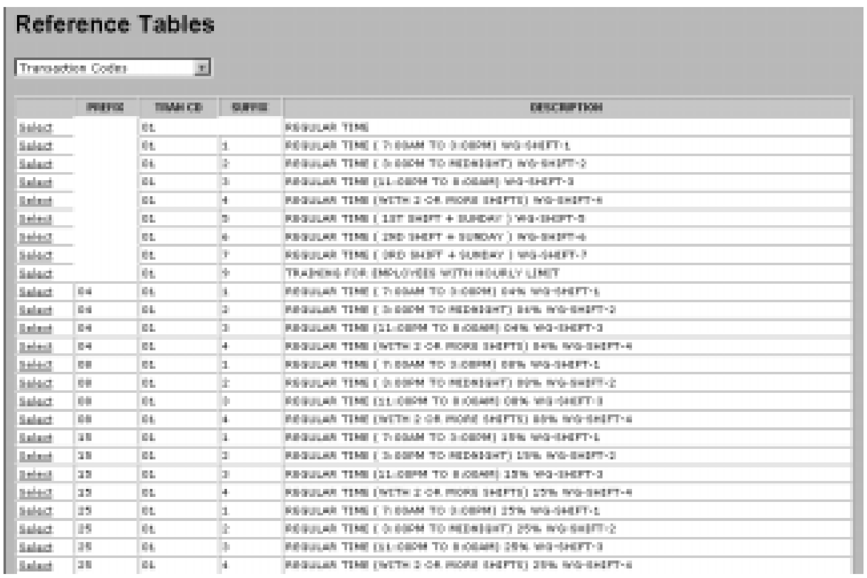
Tables are maintained by the NFC Administrator. Users can access the TC, TC descriptors, and leave types tables by clicking the **[Select Transaction Code from the list]** button on the Bi-Weekly T&A. The pay period calendar is displayed by selecting the pay period calendar in the upper right-hand corner of any STAR 4.25 window.

Transaction Code (TC) Table

The TC table contains a list of TCs contained in the Payroll/Personnel System. In the event that a new TC is added to the Payroll/Personnel System, the NFC Administrator will add the TC to the table in STAR 4.25. TCs cannot be deleted from the TC table, only added or updated.

To display the Transaction Code table:

1. On the Bi-Weekly T&A tab, click the **[Select Transaction Code from the list]** button. This button is located between the Suffix and Description fields. The TC table is displayed.



Reference Tables

Transaction Codes

	PREFIX	TRAN CD	SUFFIX	DESCRIPTION
Select		01		REGULAR TIME
Select		01	1	REGULAR TIME (7:00AM TO 3:00PM) WG-SHIFT-1
Select		01	2	REGULAR TIME (3:00PM TO MIDNIGHT) WG-SHIFT-2
Select		01	3	REGULAR TIME (11:00PM TO 8:00AM) WG-SHIFT-3
Select		01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) WG-SHIFT-4
Select		01	5	REGULAR TIME (1ST SHIFT + SUNDAY) WG-SHIFT-5
Select		01	6	REGULAR TIME (2ND SHIFT + SUNDAY) WG-SHIFT-6
Select		01	7	REGULAR TIME (3RD SHIFT + SUNDAY) WG-SHIFT-7
Select		01	9	TRAINING FOR EMPLOYEES WITH HOURLY LIMIT
Select	04	01	1	REGULAR TIME (7:00AM TO 3:00PM) 04% WG-SHIFT-1
Select	04	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) 04% WG-SHIFT-2
Select	04	01	3	REGULAR TIME (11:00PM TO 8:00AM) 04% WG-SHIFT-3
Select	04	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 04% WG-SHIFT-4
Select	08	01	1	REGULAR TIME (7:00AM TO 3:00PM) 08% WG-SHIFT-1
Select	08	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) 08% WG-SHIFT-2
Select	08	01	3	REGULAR TIME (11:00PM TO 8:00AM) 08% WG-SHIFT-3
Select	08	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 08% WG-SHIFT-4
Select	15	01	1	REGULAR TIME (7:00AM TO 3:00PM) 15% WG-SHIFT-1
Select	15	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) 15% WG-SHIFT-2
Select	15	01	3	REGULAR TIME (11:00PM TO 8:00AM) 15% WG-SHIFT-3
Select	15	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 15% WG-SHIFT-4
Select	25	01	1	REGULAR TIME (7:00AM TO 3:00PM) 25% WG-SHIFT-1
Select	25	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) 25% WG-SHIFT-2
Select	25	01	3	REGULAR TIME (11:00PM TO 8:00AM) 25% WG-SHIFT-3
Select	25	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 25% WG-SHIFT-4

Transaction Code table

Transaction Code Descriptor Table

The TC descriptor table displays a list of TC descriptors to be used on the Descriptor field in conjunction with various TCs for reporting purposes. The Descriptor field is an optional field.

To display the Transaction Code Descriptors table:

1. On the TC table, select *Transaction Code Descriptors* from the drop-down menu on the Transaction Code table. The Tables drop-down menu is displayed.

Transaction Codes
Transaction Code Descriptors
Leave Types

Tables drop-down menu

OR

Click the **Select A Descriptor For This Transaction Code** button on the Bi-Weekly T&A tab. This button is located between the Accounting and Descriptor fields. The Transaction Code Descriptors table is displayed.

	TC DESCRIPTOR	TRANSACTION CD	DESCRIPTION
Select	01	01	DETAIL
Select	02	01	LIGHT DUTY (INJURY)
Select	03	01	LIGHT DUTY (ILLNESS)
Select	04	01	TRAINING
Select	11	01	TELECOM = ADHOC-ALT SITE
Select	12	01	TELECOM<=2 DY/WK-ALT SITE
Select	13	01	TELECOM >2 DY/WK-ALT SITE
Select	14	01	TELECOM = ADHOC-WK HOME
Select	15	01	TELECOM<=2 DY/WK-WK HOME
Select	16	01	TELECOM >2 DY/WK-WK HOME
Select	21	01	REG SCHEDULED <=2 DY/WK
Select	22	01	REG SCHEDULED >=3 DY/WK
Select	23	01	EPISODIC/ADHOC/SITUATIONA
Select	24	01	ACCOMMODATE DISABILITY
Select	25	01	TEMP MEDICAL REASONS
Select	01	011	DETAIL
Select	02	011	LIGHT DUTY (INJURY)
Select	03	011	LIGHT DUTY (ILLNESS)
Select	04	011	TRAINING
Select	11	011	TELECOM = ADHOC-ALT SITE
Select	12	011	TELECOM<=2 DY/WK-ALT SITE
Select	13	011	TELECOM >2 DY/WK-ALT SITE
Select	14	011	TELECOM = ADHOC-WK HOME
Select	15	011	TELECOM<=2 DY/WK-WK HOME
Select	16	011	TELECOM >2 DY/WK-WK HOME

Transaction Code Descriptors field

2. On the Tables drop-down menu, select *Transaction Code Descriptors*. The Transaction Code Descriptors table is displayed.

Leave Types Table

The Leave Type table contains a list of leave types contained in the Payroll/Personnel System. In the event that a new leave type TC is added to the Payroll/Personnel System, the NFC Administrator will add the TC for the leave type to the table in STAR 4.0. TCs for the leave type cannot be deleted from the Leave Type table, only added or updated.

To display the Leave Type Table:

1. On the TC table, select *Leave Types* from the drop-down menu on the Transaction Code table. The Tables drop-down menu is displayed.

Transaction Codes
Transaction Code Descriptors
Leave Types

Tables drop-down menu

OR

Click the **Select** button on the Leave Acct tab. This button is located between the Description and Forward fields. The Leave Types table is displayed.

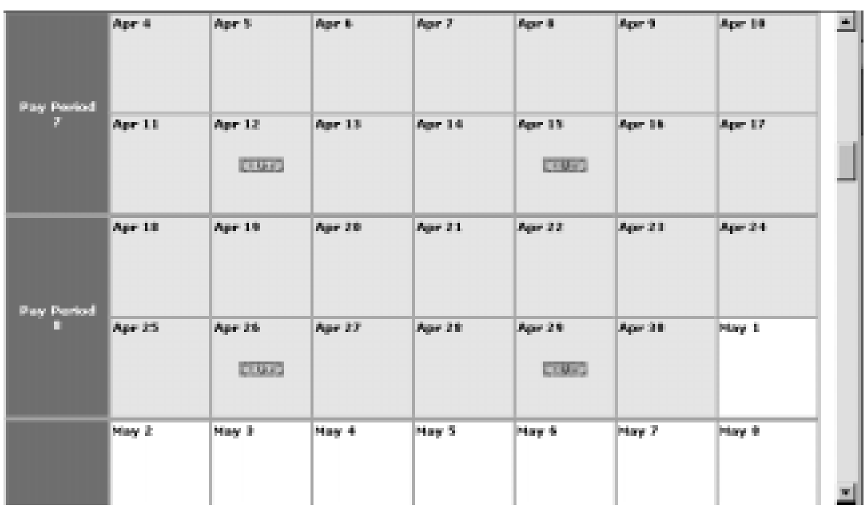
	LEAVE TYPE	DESCRIPTION
Select	ANNL	ANNUAL LEAVE
Select	AWOL	ABSENT WITH OUT LEAVE
Select	COMP	COMPENSATORY LEAVE
Select	COMR	COMPENSATORY LEAVE - RELIGIOUS
Select	CRED	CREDIT LEAVE
Select	DONA	DONATED ANNUAL LEAVE
Select	DONR	DONATED RESTORED LEAVE
Select	FFAM	FAMILY FRIENDLY LEAVE --- SICK TYPE
Select	FURL	FURLOUGH LEAVE
Select	HOME	HOME LEAVE
Select	INJU	INJURY LEAVE
Select	LWOP	LEAVE WITH OUT PAY
Select	MILE	MILITARY EMERG
Select	MILR	MILITARY REGULAR
Select	OTHR	OTHER LEAVE
Select	PTUA	PART TIME UNAPPLIED ANNUAL LEAVE
Select	PTUS	PART TIME UNAPPLIED SICK LEAVE
Select	RSTR	RESTORED LEAVE
Select	SHOR	SHORE LEAVE
Select	SICK	SICK LEAVE
Select	SUSP	SUSPENSE LEAVE
Select	TOFF	TIME OFF AWARD

Leave Type table

2. On the Tables drop-down menu, select *Leave Types*. The Leave Types table is displayed.

Pay Period Calendar

The Pay Period calendar displays two pay periods at a time. You can use the scroll bar to search for previous or subsequent pay periods.



Pay Period Calendar

Importing A T&A

The importing a T&A option allows the timekeeper to retrieve the latest T&A for either an individual employee or a group of employees from the NFC database.

For the first pay period that a timekeeper prepares T&As in STAR 4.25, he/she must import T&As from the Payroll/Personnel database. Once these records are imported into STAR 4.25, the timekeeper may begin working in STAR 4.25. Unless a timekeeper gains access to another contact point or a new employee whose T&A was not previously recorded in STAR 4.25, but was already in the Payroll/Personnel database, this is a one time function.

Note: If a timekeeper is either adding a new employee or is preparing T&As for employees not previously in the Payroll/Personnel database, the Import option does not work. The **Add Employee** option must be used for any employee(s) not previously in the NFC Payroll/Personnel database:

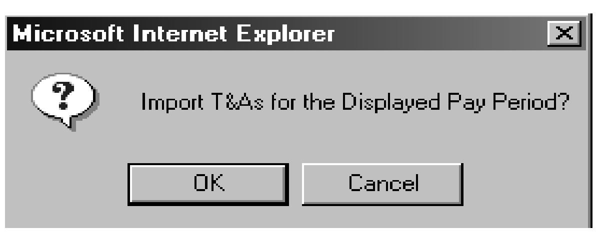
To Import T&A's

In STAR 4.25

1. Double click the applicable contact point. The Employee list for this contact point is displayed. Select **Import** from the Select An Action drop-down menu. The Import pop-up appears.
2. On the drop down menu, select **Select All** to import ALL T&A's for a contact point.

   OR

   Select the applicable **employee** from the employee list to import one employee's T&A.
3. On the drop down menu**, Select Import.** A pop-up appears.



Import pop-up

4. Click **[OK].**

   A pop-up appears acknowledging that the T&A('s) have been imported. **Note:** There will **not** be an imported T&A for a new employee.
5. A pop-up appears indicating the number of employees imported.

Successful Import pop-up

6. Click **[OK].** The Employee List is displayed. You should proceed to Rollover to begin a new pay period for the imported T&A('s).
7. **Note:** When the initial import is completed, only the Annual and Sick leave data will be carried over. Any other leave data the employee may have will need to be re-entered.

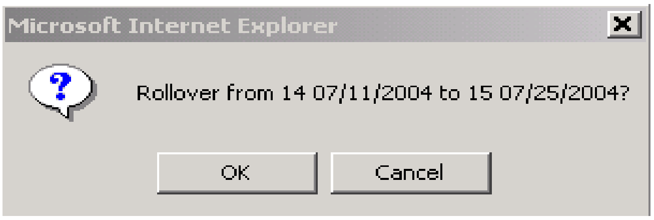
Rollover

The rollover option allows the timekeeper to create a new pay period for all employee records on the employee list that were successfully transmitted the previous pay period.

A timekeeper has the option of rolling over T&As from one pay period to the next. By doing this, all of the information recorded in STAR 4.25 for a given pay period is brought forward to the next pay period. When the **Rollover** option is selected, all T&As (for that contact point) that were successfully processed the previous pay period are marked for roll over.

In STAR 4.25:

1. **Double-click** the applicable contact point.
2. Select **Rollover** from the Select An Action drop-down menu.
3. A Rollover pop-up appears, asking the timekeeper whether or not you want to roll over from one pay period to another. The dates of the applicable pay periods are displayed with the question.

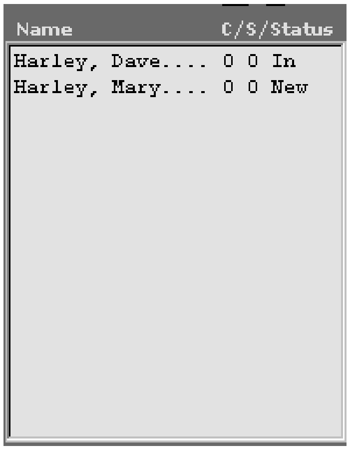


Rollover pop-up

4. On the Rollover pop-up, click **[OK].** A message appears indicating the number of T&A's successfully rolled over.

T&As Successfully Rolled Over pop-up

5. Click **[OK]** to accept the message and return to the Employee List for the new pay period.



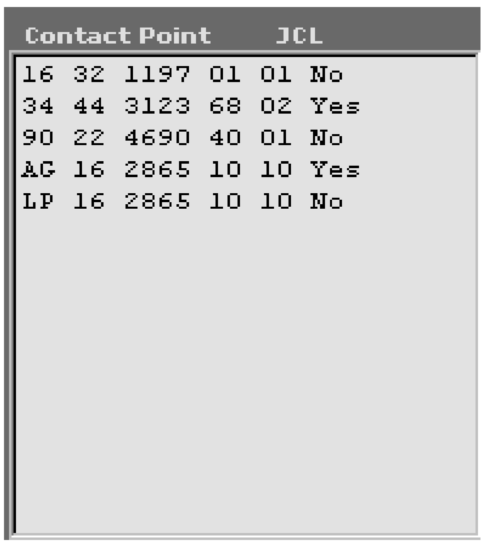
Employee List

Contact Point List

The Contact Point List option displays a list of contact points available to a specific timekeeper.

Select Applicable Contact Point

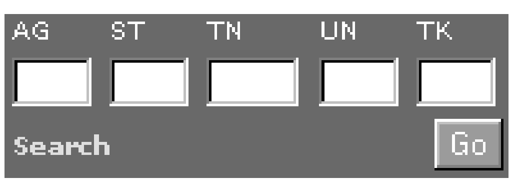
1. Log on to STAR 4.25. **Double-click** the applicable contact point record on the Contact Point List. **Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed.



Contact Point List

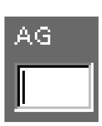
Search Contact Point List

You can search for a contact point record on the Contact Point List.

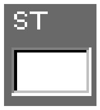


1. Complete the fields as follows:

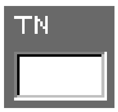
   Ag – Type the agency code.



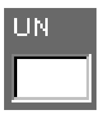
St – Type the state code.



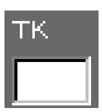
Tn - Type the town code.



Un – Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town.



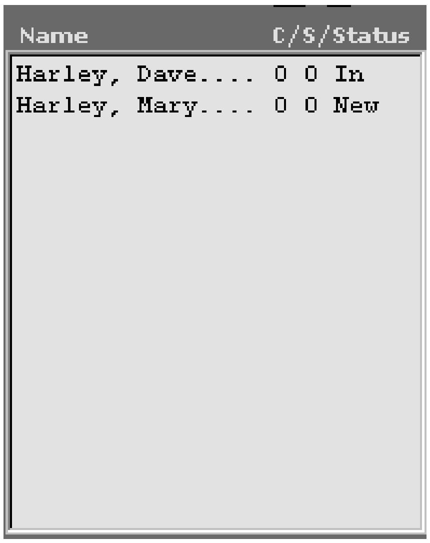
Tk - Type the agency assigned number that identifies the timekeeper.



2. Click **[GO].** A list of contact points meeting the search criteria is displayed.
3. **Select** the desired contact point and proceed with a drop down menu item selection.

Employee List

The Employee List option displays a list of all employees for the selected contact point.



Employee List

T&A Preparation

There are several options available from the Bi-Weekly T&A tab, T&A Header tab, Leave Acct tab and the Employee Detail tab. Following is a list of available options depending on what tab you are working in:

- **[Employee Detail]** – This option allows you to view or update the Employee Detail record. If information is modified, click **[Save]**.
- **[T&A Header]** –This option allows you to view or update information on the T&A Header tab. If information is modified, click **[Save]**.
- **[Leave Acct] –** This option allows you to view, add, or update information on the Leave Acct. Complete the applicable fields and click **[Save]**.
- **[Save]** – This option is used to save each line on the T&A.
- **[Verify]** – After the T&A is completed, verify the T&A to determine if any errors exist.
- **[Print]** - This option allows you to print all T&A's from the Bi-Weekly T&A. See the **Printing Reports** feature for printing instructions.
- **[Clear T&A]** - This option is used to clear all information on the T&A.
- **[Clear]**- This option is used to clear certain fields on the Employee Detail tab.

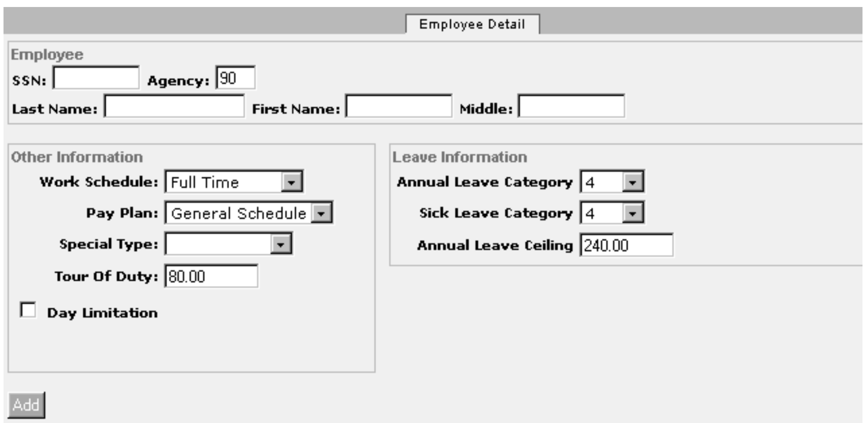
Add An Employee Record

New Employees may be added in STAR 4.25 when a timekeeper obtains a new employee at an agency or an employee who was not previously in NFC's Payroll/Personnel database. **Note:** If a timekeeper obtains an employee who was previously in NFC's Payroll/Personnel database, an Import may be done for that employee if the employee is with the same agency. An employee's detail record may also be updated using this option.

1. Double-click the contact point.
2. On the Select An Action (for the Employee List) drop down menu, select **Add Employee** to add a new employee.

OR

Double-click the applicable employee on the Employee List to update an employee record. The employee detail tab is displayed.

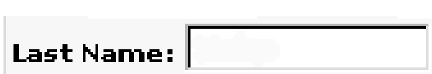


Employee Detail tab

3. Complete the fields as follows:

SSN - Type the employee's 9-digit SSN. **Note:** No spaces, dashes, etc.

Last Name - Type the employee's last name.



First Name - Type the employee's first name.

Middle Name - Type the employee's middle name.

Work Schedule - Click the down arrow to select the employee's work schedule. (Defaults to Full Time)

Full Time – Full time employees – Tour of duty is 80 hours.

Part Time – Part Time Employee – If Part Time Employee is selected, then the tour of duty cannot exceed 79.75 hours.

Intermittent – Intermittent employees – If intermittent is selected, then day limitation must be checked.

Intermittent 6 – An Intermittent employee who substitutes for a Full-Time employee.

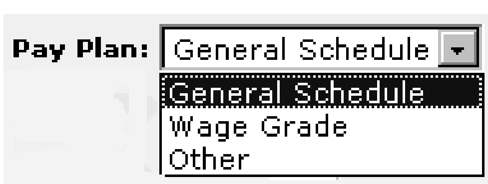
Ist 40 Hours – The first 40 hours of work performed in a week defines the tour of duty for that particular week.

Pay Plan - Click the down arrow to select the employee's pay plan.

General Schedule – General Schedule Pay Plan (e.g., GS, GW, GH, GM, etc.)

Wage Grade – Federal Wage System Pay Plan (e.g., WG, WL, WS, etc.)

Other – All other types of employee pay plans (e.g., ED, AD, YV, ES, EX, etc.)



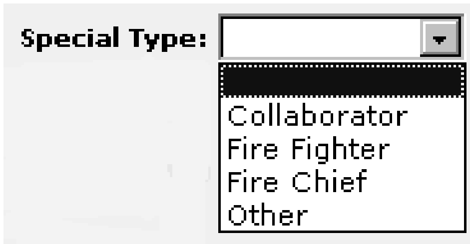
Special Type – Click the down arrow to select the employee's special employment type code.

Collaborators – Record Overtime Hours Only

Fire Chief – Bi-Weekly Duty Hours Greater than 80

Fire Fighter – Bi-Weekly Duty Hours Greater than 80

Other -



Tour of Duty - Type the number of hours in the employee's tour of duty. Type the number of hours in the first 7 positions, and if fractions are necessary, type a **"."** and the fraction in the last 2 positions. (This field defaults to 80.00 hours) If Work Schedule is Part Time, than tour of duty cannot exceed 79.75 hours.

.25 = ¼ hour

.50 = ½ hour

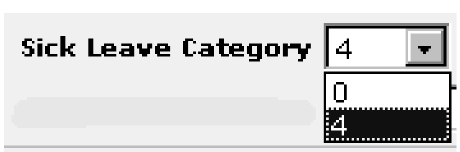
.75 = ¾ hour

1.00 = 1 hour

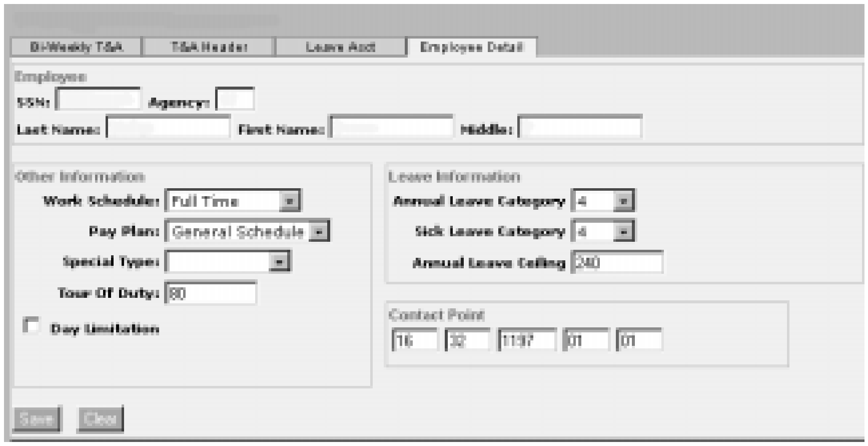
Day Limitation - Click this field if the employee's tour of duty has a day limitation. This field defaults to blank.

Annual Leave Category – Click the down arrow to select the employee's annual leave category. (This field defaults to 4)

Sick Leave Category – Click the down arrow to select the employee's sick leave category. (This field defaults to 4)

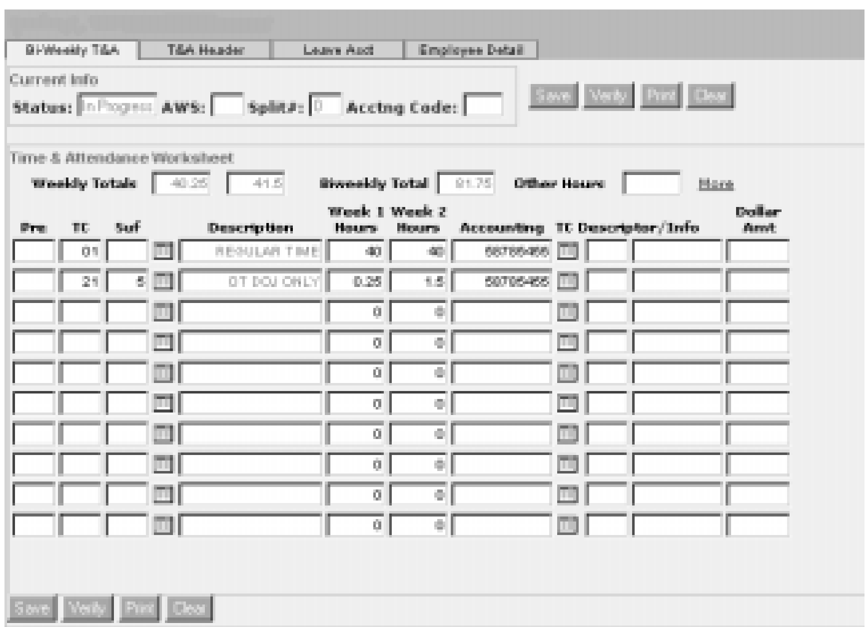


4. Click **[Add]** to add the changes. The employee is added to that contact point. The Employee Detail Tab is displayed.



Employee Detail Tab

5. Click **[Save]** to save the changes. The Bi-Weekly T&A Tab is displayed.



Bi-W eekly T&A Tab

Exercise 1

New Employee

Employee Detail tab

1.	SSN	111-1 1-XXXX
2.	LAST NAME	Newbee
3.	FIRST NAME	Jane
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)

Exercise 2

New Employee

Employee Detail tab

1.	SSN	222-22-XXXX
2.	LAST NAME	Doe
3.	FIRST NAME	Jane
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)

Update And Delete

Update An Employee Record

Employee records are updated on the employee's employee detail tab.

1. Double-click the desired employee.
2. Make the applicable changes.
3. Click **Save**. The applicable changes are saved.

Delete An Employee Record

From the Employee List:

1. **Select** the applicable employee.
2. On the drop-down menu, **select** *Delete Employee.* A pop-up appears.
3. Click **OK**. The employee is deleted.

   Note: An employee can only be deleted if there are no T&As for that employee. Once a T&A is prepared for an employee, the employee can no longer be deleted from the Employee List. A deletion restriction pop-up will appear if you attempt to delete an employee once the T&A process has begun.

Maintain A Header Record

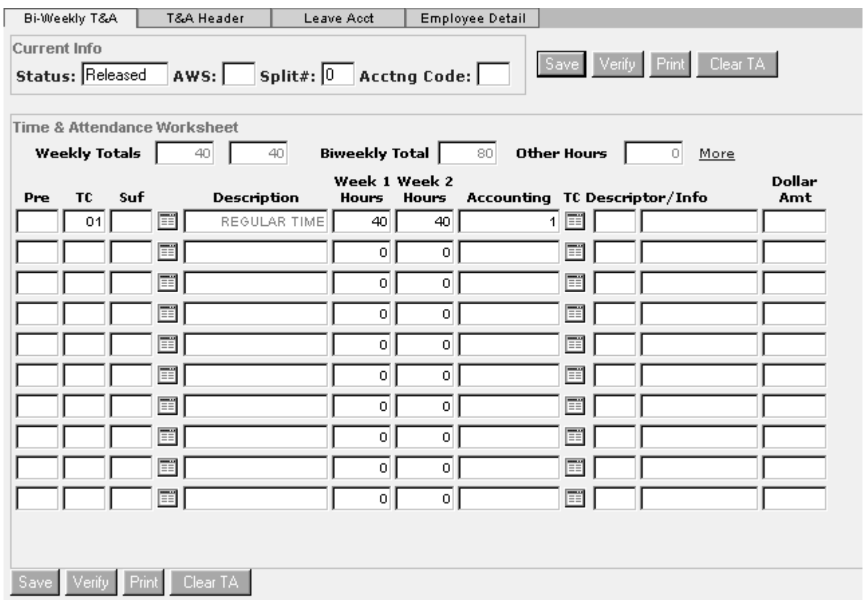
This option allows you to maintain information on an employee. The employee's header record contains information regarding the employee's work schedule, advance leave status, standby/administratively uncontrollable overtime (AUO)/ availability status, whether the T&A is for a new employee or a final T&A for an employee, and remarks by the timekeeper.

1. Double-click the applicable **T&A contact point** from the Contact Point List. The Employee List is displayed.
2. On the Employee List, double-click the applicable employee. The Bi-Weekly T&A tab is displayed.

OR

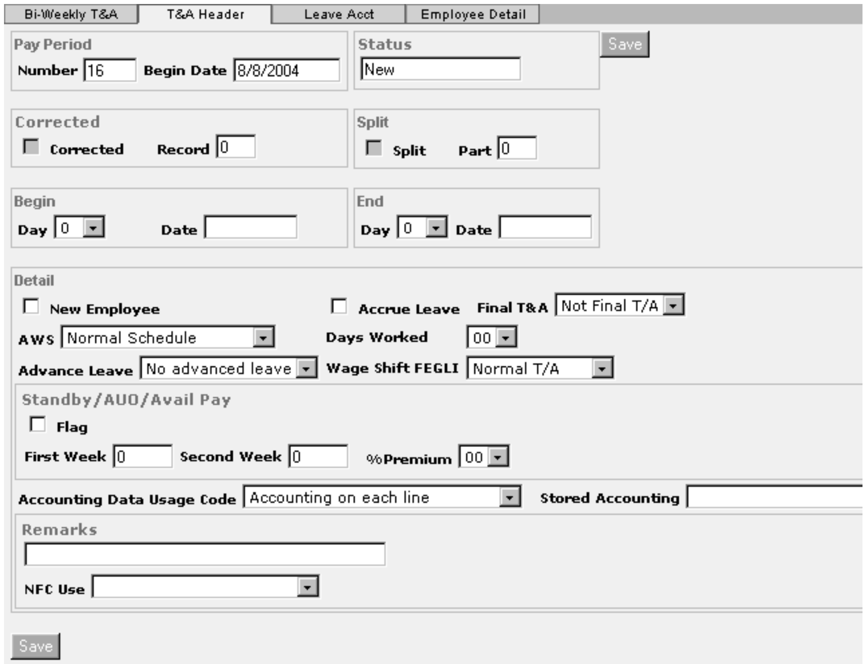
Select the applicable employee from the employee list.

3. On the drop down menu, **select** Add T&A. The Bi-Weekly T&A tab is displayed.



Bi-W eekly T&A tab

4. Click **[T&A Header]** tab**.** The T&A Header tab is displayed.



T&A Header tab

The T&A Header tab contains all of the employee's T&A Header information for the pay period.

There is certain information on the T&A Header that is system generated based on previously entered information. These fields are as follows:

Pay Period

Begin Date

Status

Corrected/Record

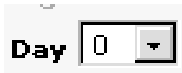
Split/Part

5. Complete the fields as follows:

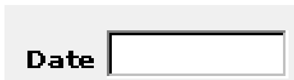
New Employee - **Click** this field **only** if the employee is a new employee.

Accrue Leave – **Click** this box if the employee is eligible to accrue leave. **Note**: This field is only used for a new employee or a final T&A.

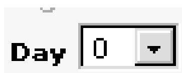
Begin Day – **Click** the down arrow to select the beginning day of the pay period for the employee if the employee is new, or designate starting day for a Split T&A.



Date – System generated based on the Begin Day selected.

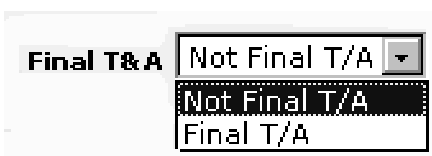


End Day – **Click** the down arrow to select the ending day of the pay period for the employee. This field is only used when completing a final T&A for an employee, or designate ending day for a split T&A.

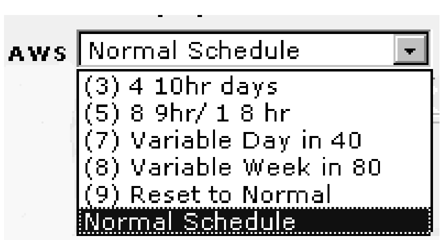


Date – System generated based on the End Day selected.

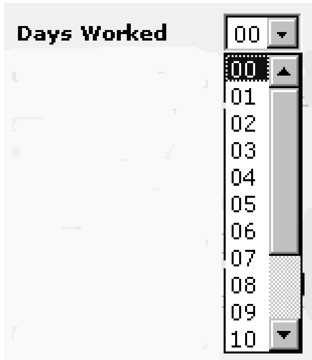
Final T&A – **Click** the down arrow to indicate if this is the final T&A for an employee. Only to be used if the "End Day" is completed.



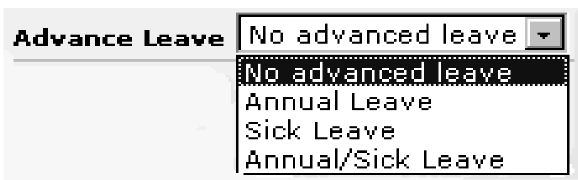
AWS – **Click** the down arrow to select an alternate work schedule (AWS) option. This field defaults to "Normal Schedule".



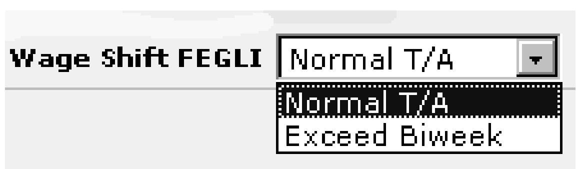
Days Worked - **Click** the down arrow to select the number of days worked by employee. Valid values are 00-14. This should only be used for employees who are under day limitation appointments.



Advance Leave – **Click** the down arrow to select the type of advanced leave that an employee has been granted.



Wage Shift FEGLI – **Click** the down arrow if the employee is eligible for Federal Employees Group Life Insurance (FEGLI) wage shift. If the employee is coded as General Schedule employee, the valid values are:



If the employee is coded as Wage Grade employee the valid values are:

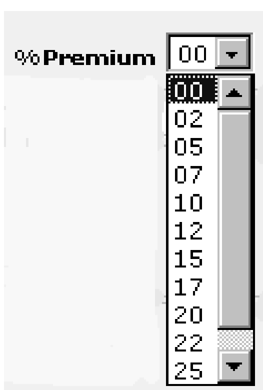
Standby/AUO/Avail Pay - This group of fields is used when the employee is eligible for standby/AUO hours.

Flag – Click this field if the employee is eligible for standby/AUO hours. These are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty. The default is blank.

First (Ist) Week – Type the number of standby/AUO hours (2 positions) authorized for the first week of the pay period. Only fill in this block if the “Flag” is checked.

Second (2nd) Week – Type the number of standby/AUO hours (2 positions) authorized for the second week of the pay period. Only complete this block if the “Flag” and “First Week” fields are completed.

Percent (%) Premium – **Click** the down arrow to display the percentage of pay differential entitlements that will be used to compute the employee’s pay for Standby/AUO worked. Valid values are 02, 05, 07, 10, 12, 15, 17, 20, 22, 25, or 99. Only fill in this block if the “Flag”, “First Week”, and “Second Week” are completed.



Accounting Data Usage Code – **Click** the down arrow to indicate whether or not to use stored accounting. The default is “Accounting on each line”.

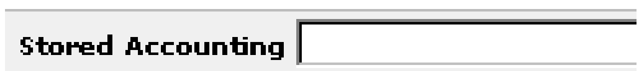
Note: Accounting cannot be stored on a corrected T&A.

Store Accounting on First Line – **Select** this option if you want to store the accounting on the first line of the T&A. Accounting may not be entered on any other line if this option is selected. The accounting code stored will be retrieved in future pay periods when the T&A is processed with an Accounting Date Usage Code of 2-Use Stored Accounting.

Use Stored Accounting- **Select** this option if you would like to use the accounting stored on the NFC database. No accounting will be reflected on the biweekly T&A. This option cannot be used for a new employee.

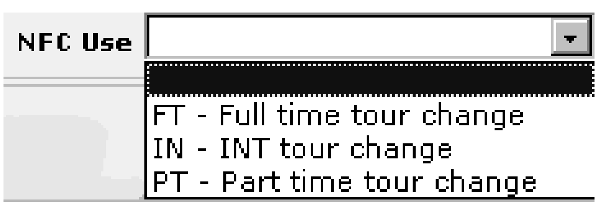
Accounting on Each Line – **Select** this option if you want to distribute accounting for each transaction code on the Bi-Weekly T&A. This option may be used even if accounting has been previously stored.

Stored Accounting - Type any accounting to be stored in this field.



Remarks – Use this field to enter any remarks by the Timekeeper. These remarks appear on the T&A, however, only the first 23 positions are transmitted to NFC. *(optional, alphanumeric, 254 positions max)*

NFC Use – **Click** the down arrow to display the type of employee. (This field is used by NFC personnel only.)



6. Click **[Save]** to update the header record.

Establish And Maintain Leave Accounts

The Leave Acct tab option displays leave data for an employee.

The leave information recorded on the T&A is a method of maintaining an employee's leave record. When an employee is imported into STAR 4.25, the employee's annual and sick leave balances are brought forward. All other leave types must be added. The leave account consists of leave brought forward from the prior pay period, leave earned during the current pay period, leave used for the processing pay period, and the leave balance to date.

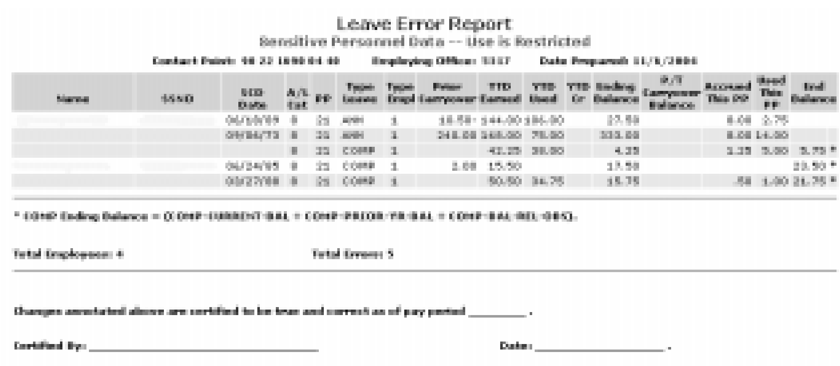
Note: When an employee's annual leave category changes, you must update the Annual Leave Category field on the Employee Detail tab. A Bi-Weekly T&A must be created before a leave account can be updated.

The Leave Error Report is used to verify current leave balances in STAR 4.25 against current leave balances in the Payroll/Personnel database at NFC. The Leave Error Report is available in STAR 4.25, and is only available for the most recent pay period.

To run the Leave Error Report:

1. On the Select An Action drop-down menu (for the Contact Point List), select the applicable contact point.

2. Select **Leave Error Report**. The Leave Error report is displayed.



Leave Error report

Advanced Leave

An employee may be granted:

1. Advanced **annual** leave up to the number of hours to be accrued in the remainder of the leave year.

2. Advanced **sick** leave up to a maximum of 240 hours.

   Advanced leave should not be entered in STAR 4.25 until **after** you receive documentation to support the transaction. An employee's Header record must be coded appropriately before a T&A with a negative leave balance may be verified.

   The balance in the Forward field may be updated to a negative balance at any time. However, in order for a T&A with a negative balance to be verified, the Advance Leave field on the employee's T&A Header tab must be properly coded. After the T&A Header tab is updated to allow the advanced leave, the T&A may be verified with a negative ending balance.

   Annual Leave Ceiling

   If the employee's balance displayed on the Leave Acct tab is greater than the value displayed in the Annual Leave Ceiling field, the Forward field is reset to the Annual Leave Ceiling value.

   Annual Leave Category Change

   When an employee's annual leave category changes, you must update the Annual Leave Category field on the Employee Detail tab. If you forget to do this before transmitting the T&A, you must make the appropriate change and prepare a corrected T&A. You can make corrections to an employee's leave account at any time during the pay period.

   Before updating an employee's annual leave category, you must:

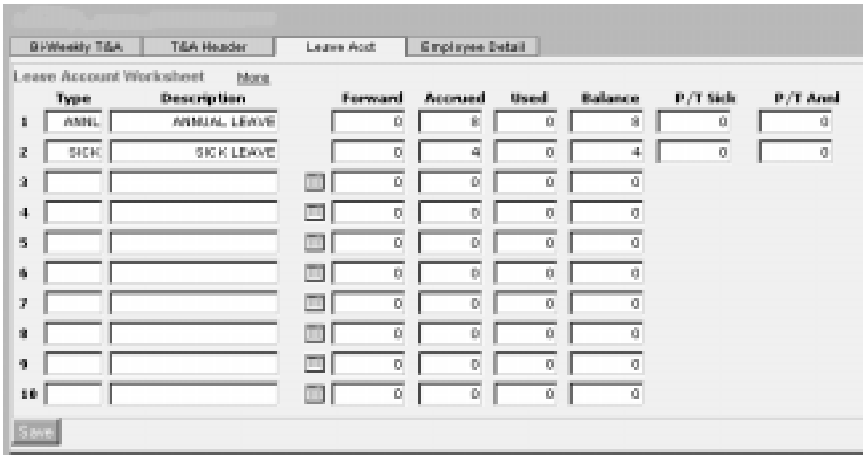
1. Receive a personnel action to support the category change.

2. Update the Annual Leave Category field on the Employee Detail tab.The change is not displayed on the Leave Acct tab until the T&A is verified.

Add, Update, Or Delete An Employee Leave Type Record

On the Employee List:

1. **Select** the applicable employee record.
2. **Select the Leave Acct tab.** The Leave Acct tab for that employee is displayed.



Leave Acct tab

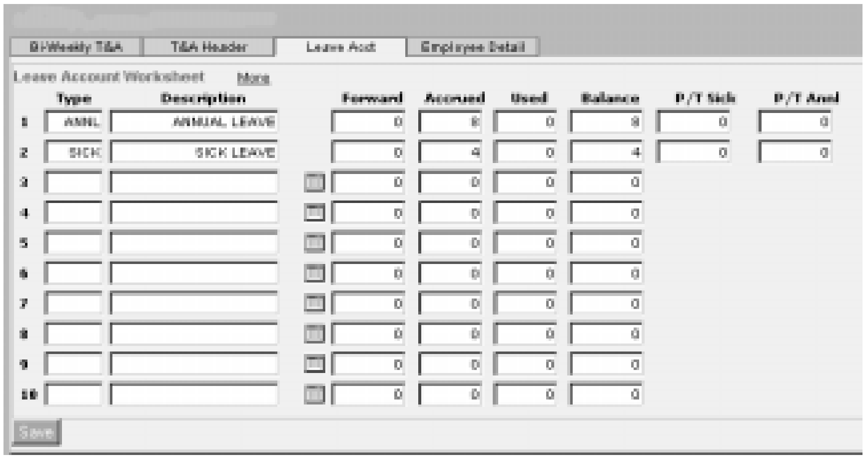
The Employee's SSN, Name, and Leave Accrual are generated from the Employee Detail tab. **Note:** On the Leave Account Screen when the initial import is being done, only the Annual and Sick leave date will be carried over. Any other leave the employee may have will have to be re-entered.

Add A Leave Type To An Employee's Leave Account

1. On the Leave Acct tab, **click the table button** for the list of leave types. **Note**: The table button is located between the Description and Forward fields.

	LEAVE TYPE	DESCRIPTION
Select	ANNL	ANNUAL LEAVE
Select	AWOL	ABSENT WITH OUT LEAVE
Select	COMP	COMPENSATORY LEAVE
Select	COMR	COMPENSATORY LEAVE - RELIGIOUS
Select	CRED	CREDIT LEAVE
Select	DONA	DONATED ANNUAL LEAVE
Select	DONR	DONATED RESTORED LEAVE
Select	FFAM	FAMILY FRIENDLY LEAVE --- SICK TYPE
Select	FURL	FURLOUGH LEAVE
Select	HOME	HOME LEAVE
Select	INJU	INJURY LEAVE
Select	LWOP	LEAVE WITH OUT PAY
Select	MILE	MILITARY EMERG
Select	MILR	MILITARY REGULAR
Select	OTHR	OTHER LEAVE
Select	PTUA	PART TIME UNAPPLIED ANNUAL LEAVE
Select	PTUS	PART TIME UNAPPLIED SICK LEAVE
Select	RSTR	RESTORED LEAVE
Select	SHOR	SHORE LEAVE
Select	SICK	SICK LEAVE
Select	SUSP	SUSPENSE LEAVE
Select	TOFF	TIME OFF AWARD

2. **Select** the applicable **leave type**. The new leave type will appear in the Description of the Leave Acct.



3. **Click** the **Forward** box. Type the number of whole hours in the first four positions. If fractions must be recorded, type a **"."**(period) and the fraction in the last 2 positions. (.25, .50, .75).
4. **Click [Save].**

Update A Leave Type

1. On the Leave Acct tab, **select** the **leave type**.
2. **Click** the **Forward** box and make the appropriate changes to the Forward value.
3. **Click [Save]**.

Prepare A Bi- Weekly T&A

For a new employee, on the **Bi-W eekly T&A tab**, the Transaction Code, Description, Week 1 Hrs, Week 2 Hrs and Accounting fields will be blank. One of two functions can be utilized to reflect the appropriate TC info on a T&A:

- A TC may be added if it does not currently appear on the Bi-Weekly T&A.
- TC information that appears on the Bi-Weekly T&A may be updated.

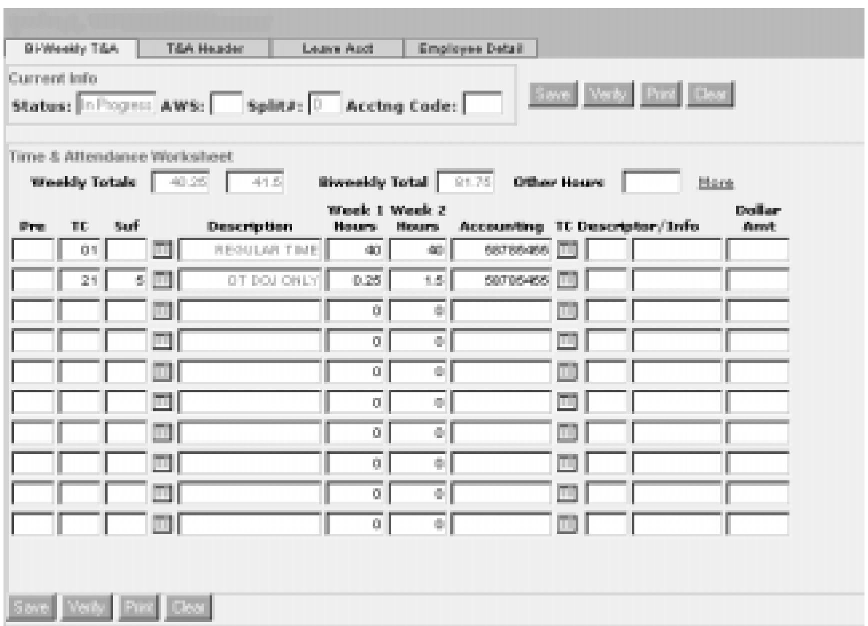
If this is a new employee, no TC information will be present.

The Transaction Code Table is used to select a TC. Use the table button to display the TC Table. You may click **[Select]** to display a TC on the Bi-Weekly T&A.

T&As are prepared for employees for each two week pay period. These T&As are prepared, verified, printed, and initialed by the timekeeper; initialed by the employee; and signed by the supervisor before transmission to NFC may occur. The Bi-Weekly T&A tab is used to prepare these T&As.

To prepare an employee's Bi-Weekly T&A:

1. On the **Employee List**, double-click the employee for whom you wish to prepare the T&A.
2. **Select** the Bi-Weekly T&A tab. The Bi-Weekly tab is displayed.



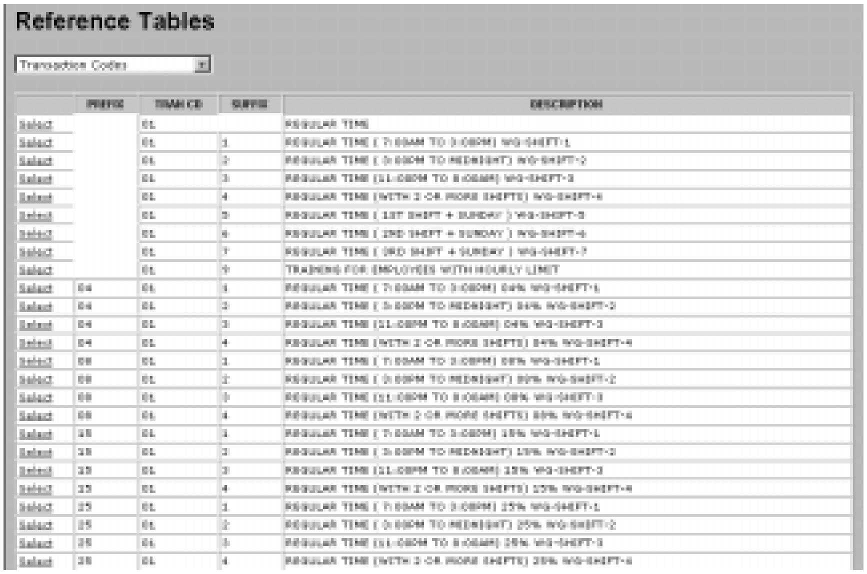
Bi-W eekly T&A tab

Note: If you need more lines than are displayed on the T&A, you can click **[MORE]** to display additional lines. If you click **[MORE]**, you will need to use the scroll bar to navigate on the T&A. You can also click **[LESS]** if you do not need the additional lines.

Note: You can click **[SELECT A TRANSACTION CODE FROM THE LIST]** to select a TC for the line.

OR

You can click **[Select A Descriptor For This Transaction Code]** to display a descriptor for the TC.



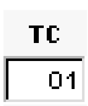
Reference Tables

Transaction Codes

	PREFIX	TRAN CD	SUFFIX	DESCRIPTION
Select		01		REGULAR TIME
Select		01	1	REGULAR TIME (7:00AM TO 3:00PM) WG-SHIFT-1
Select		01	2	REGULAR TIME (3:00PM TO MIDNIGHT) WG-SHIFT-2
Select		01	3	REGULAR TIME (11:00PM TO 8:00AM) WG-SHIFT-3
Select		01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) WG-SHIFT-4
Select		01	5	REGULAR TIME (1ST SHIFT + SUNDAY) WG-SHIFT-5
Select		01	6	REGULAR TIME (2ND SHIFT + SUNDAY) WG-SHIFT-6
Select		01	7	REGULAR TIME (3RD SHIFT + SUNDAY) WG-SHIFT-7
Select		01	9	TRAINING FOR EMPLOYEES WITH HOURLY LIMIT
Select	04	01	1	REGULAR TIME (7:00AM TO 3:00PM) 04% WG-SHIFT-1
Select	04	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) 04% WG-SHIFT-2
Select	04	01	3	REGULAR TIME (11:00PM TO 8:00AM) 04% WG-SHIFT-3
Select	04	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 04% WG-SHIFT-4
Select	08	01	1	REGULAR TIME (7:00AM TO 3:00PM) 08% WG-SHIFT-1
Select	08	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) 08% WG-SHIFT-2
Select	08	01	3	REGULAR TIME (11:00PM TO 8:00AM) 08% WG-SHIFT-3
Select	08	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 08% WG-SHIFT-4
Select	15	01	1	REGULAR TIME (7:00AM TO 3:00PM) 15% WG-SHIFT-1
Select	15	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) 15% WG-SHIFT-2
Select	15	01	3	REGULAR TIME (11:00PM TO 8:00AM) 15% WG-SHIFT-3
Select	15	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 15% WG-SHIFT-4
Select	25	01	1	REGULAR TIME (7:00AM TO 3:00PM) 25% WG-SHIFT-1
Select	25	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) 25% WG-SHIFT-2
Select	25	01	3	REGULAR TIME (11:00PM TO 8:00AM) 25% WG-SHIFT-3
Select	25	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 25% WG-SHIFT-4

Transaction Code Table

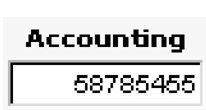
1. **Complete** the fields on the Bi-Weekly T&A tab as follows:



Week 1 Hours - **Type** the applicable hours.

Week 2 Hours - **Type** the applicable hours.

Accounting - **Complete** this field if 1 or 3 was selected on the T&A Header. If 2 was selected, no accounting classification needed. A 2 indicates that stored accounting is being used.



2. Click **[Save]** to save the information entered on the T&A. This option is used if a timekeeper has not completed the T&A and needs to close the T&A and return to it later. This option does not verify the T&A, it only saves data that has already been entered.

OR

Click **[Verify]** to verify the T&A. This option is used to verify the T&A after all of the information has been entered by the timekeeper. A T&A must be verified before it can be printed and signed by the appropriate parties. You must click **[Save]** before clicking **[Verify]** before saving, an error message will appear. If there is an error on the T&A After all of the information has been entered by the timekeeper. A T&A must be verified before it can be printed and signed by the appropriate parties. You must click **[Save]** before clicking **[Verify]**. If you attempt to **[Verify]** before saving, an error message will appear. If there is an error on the T&A (i. e., the Bi-Weekly total does not equal 80 hours for a full-time employee), a message will appear at this time. All errors must be resolved before a T&A can be verified.

Note: Although the STAR Web System will allow the timekeeper to verify a T&A with an incorrect accounting code, research should be done to find the correct accounting code.

Click **[Print]** to print the T&A. This option is used after a T&A has been verified. The Print Selected T&As options can be accessed from the drop-down menu, the Bi-W eekly T&A tab, or the T&A List.

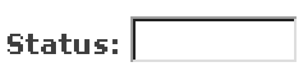
OR

Click **[Clear]** to clear the T&A. This option is used to erase all data entered on the T&A.

OR

Select a TC to be deleted and select Delete. After selecting Delete, you must click **[Save]** to save the deletion. This deletes the TC and the line. This does not delete the entire T&A.

Status - The status of the T&A is displayed in the Status field. Valid values for the Status field are New, In Progress, Error, Verified, Released, and Transmitted.



Note: The status on the T&A will change to Verified if there are no errors. If there are errors, a pop-up will appear telling you what the error is and status field will display **error**.

Exercise 3

New Employee's 80 Hour T&A

Employee List

1. SSN	111-1 1-XXXX
2. LAST NAME	Newbee
3. FIRST NAME	Jane
4. MIDDLE	(Leave Blank)

T&A Header

1. NEW EMPLOYEE	Yes
2. ACCRUE LEAVE	Yes
3. BEGIN DAY	Day 1
4. AWS	Normal
5. ACCOUNTING DATA USAGE CODE	Accounting on each line

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-40 hrs	01-40 hrs	90199999876

Exercise 4

New Employee's 80 Hour T&A

Employee List

1.	SSN	222-22-XXXX
2.	LAST NAME	Doe
3.	FIRST NAME	Jane
4.	MIDDLE	(Leave Blank)

T&A Header

1.	NEW EMPLOYEE	Yes
2.	ACCRUE LEAVE	No
3.	BEGIN DAY	Day 9
4.	AWS	Normal
5.	ACCOUNTING DATA USAGE CODE	Accounting on each line

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
00 hrs	01-40 hrs	90199999876

Exercise 5

New Employee and Coding an 80 Hour T&A

Employee Detail

1.	SSN	555-55-XXXX
2.	LAST NAME	Lamb
3.	FIRST NAME	Mary
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 8

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 92.75 Sick Leave - 247.75

T&A Header

1.	NEW EMPLOYEE	Yes
2.	ACCRUE LEAVE	Yes
3.	BEGIN DAY	Day 1
4.	AWS	Normal
5.	ACCOUNTING DATA USAGE CODE	Stored Accounting on first line

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-40 hrs	01-40 hrs	99991234

Exercise 6

New Employee and Resignation (Final T&A)

Employee Detail

1.	SSN	666-66-XXXX
2.	LAST NAME	Island
3.	FIRST NAME	Avery
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 4

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 0 Sick Leave - 0

T&A Header

1.	NEW EMPLOYEE	Yes
2.	ACCRUE LEAVE	No
3.	FINAL T&A	Final T&A
4.	BEGIN DAY	Day 4
5.	END DAY	Day 5
6.	AWS	Normal
7.	ACCOUNTING DATA USAGE CODE	Accounting on each line

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-16 hrs	00 hrs	99966666

Exercise 7

Coding an 80 Hour T&A

Employee Detail

1. SSN	777-77-XXXX
2. LAST NAME	Gras
3. FIRST NAME	Mardi
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual - 6

Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave - 234 Sick Leave - 581.25

T&A Header

1. AWS	Normal
2. ACCOUNTING DATA USAGE CODE	Accounting on each line

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-40 hrs	01-40 hrs	9019999999

Exercise 8

Coding an 80 Hour T&A

Employee Detail

1.	SSN	888-88-XXXX
2.	LAST NAME	Tuesday
3.	FIRST NAME	Fat
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Intermittent
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	(Leave Blank)
9.	DAY LIMITATION	Yes
10.	LEAVE CATEGORY	Annual - 0

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 0 Sick Leave - 0

T&A Header

1.	AWS	Variable day in 40
2.	ACCOUNTING DATA USAGE CODE	Accounting on each line

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-4 hrs	01-24 hrs	9991111

Exercise 9

Coding an 80 Hour T&A

Employee Detail

1.	SSN	999-99-XXXX
2.	LAST NAME	Off
3.	FIRST NAME	Day
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	ES
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 4

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 12 Sick Leave - 8

T&A Header

1.	AWS	Normal
2.	ACCOUNTING DATA USAGE CODE	Stored Accounting

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-32 hrs	01-24 hrs	(Leave Blank)
61-08 hrs	61-8 hrs	(Leave Blank)
	66-8 hrs	(Leave Blank)

Exercise 10

Coding an 80 Hour T&A

Employee Detail

1.	SSN	101-01-XXXX
2.	LAST NAME	Night
3.	FIRST NAME	Twelfth
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	ES
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 4

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 240 Sick Leave - 20

T&A Header

1.	AWS	Normal
2.	ACCOUNTING DATA USAGE CODE	Stored Accounting

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-32 hrs	01-24 hrs	(Leave Blank)
	66-8 hrs	(Leave Blank)
61-08 hrs	61-8 hrs	(Leave Blank)

Exercise 11

Resignation (Final T&A)

Employee Detail

1.	SSN	333-33-XXXX
2.	LAST NAME	Fest
3.	FIRST NAME	Jazz
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 6

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 240 Sick Leave - 585.25

T&A Header

1.	AWS FINAL T&A	Final T&A
2.	END DAY	Day 14
3.	AWS	Normal
4.	ACCOUNTING DATA USAGE CODE	Accounting on each line

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-40 hrs	01-40 hrs	9019999999
	21-1.50 hrs	9019998765

Exercise 12

Employee in Advanced Sick Leave and Coding an 80 Hour T&A

Employee Detail

1.	SSN	121-21-XXXX
2.	LAST NAME	Festival
3.	FIRST NAME	Essence
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 8

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 0 Sick Leave - 12

T&A Header

1.	AWS	Normal
2.	ADVANCE LEAVE	Sick Leave
3.	ACCOUNTING DATA USAGE CODE	Stored Accounting

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-20 hrs	01-24 hrs	(Leave Blank)
	66-8 hrs	(Leave Blank)
62-20 hrs	62-8 hrs	(Leave Blank)

Exercise 13

Employee with Military Leave and Coding an 80 Hour T&A

Employee Detail

1.	SSN	131-31-XXXX
2.	LAST NAME	Day
3.	FIRST NAME	Veterans
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 8

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 181 Sick Leave - 0 Military Leave Used - 2

T&A Header

1.	AWS	Normal
2.	ACCOUNTING DATA USAGE CODE	Stored Accounting

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-40 hrs	01-24 hrs	(Leave Blank)
	65-16 hrs	(Leave Blank)

Exercise 14

Wage Grade, Part Time Employee and Coding T&A with A Time Off Award

Employee Detail

1.	SSN	141-41-XXXX
2.	LAST NAME	Fest
3.	FIRST NAME	French
4.	MIDDLE	Q
5.	WORK SCHEDULE	Part Time
6.	PAY PLAN	WG
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	56.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 6

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 101 Sick Leave - 24 Time Off Award - 6 P/T Unapplied - Annual Leave - 8 P/T Unapplied - Sick Leave - 1

T&A Header

1.	AWS	Normal
2.	ACCOUNTING DATA USAGE CODE	Stored Accounting

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01/1-30 hrs	01/1-24 hrs	(Leave Blank)
	66/1-6 hrs	(Leave Blank)

Changing A T&A

The Change a T&A option is used to update or change a T&A at any time prior to when a T&A is Released or Transmitted and picked up by the T&A Validation Processing System **(TIME)**. You can make changes to the T&A header record, the employee's leave account, or the employee's T&A. Once a T&A has been transmitted, you must prepare a corrected T&A to make any changes to the T&A. Corrected T&A's may be submitted up to 26 pay periods after the original T&A was transmitted.

Note: Only use the Change option for a New, In Progress, or Verified T&A.

To Change a T&A:

1. **Double-click** the applicable contact point**.** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. **Double-click** the applicable employee from the Employee List.
3. **Select** the Bi-Weekly T&A tab.
4. Make the applicable changes.
5. Click **[Save]** to save the changes.
6. Click **[Verify]** to verify the information.

Exercise 15

Changing an 80 Hour T&A

Employee Detail

1. SSN	111-1 1-XXXX
2. LAST NAME	Newbee
3. FIRST NAME	Jane
4. MIDDLE	(Leave Blank)

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-20 hrs	01-40 hrs	9039999999
61-20 hrs		

Exercise 16

Changing an 80 Hour T&A

Employee Detail

1. SSN	222-22-XXXX
2. LAST NAME	Doe
3. FIRST NAME	Jane
4. MIDDLE	(Leave Blank)

T&A Header

1. ACCOUNTING DATA USAGE CODE	Stored Accounting

Bi-weekly T&A

1. TRANSACTION CODES

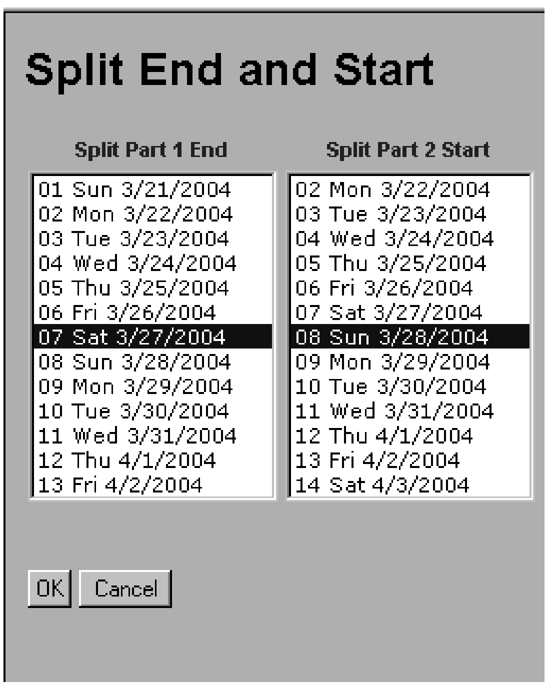
Week 1	Week 2	Accounting
	01-24 hrs	(Leave Blank)
	61-8 hrs	(Leave Blank)
	66-8 hrs	(Leave Blank)

Preparing A Split T&A

The Split T&A option is used to prepare a split T&A. A split T&A is prepared when a change occurs during the pay period, and different variables are applied to part of the pay period (i.e., LWOP balances). A split T&A requires the completion of two T&A's. When preparing a split T&A, select the applicable day before the change was effective in the Split Part 1 End Day box and the effective day of the change in the Split Part 2 Begin Day box.

Prepare A Split T&A

1. **Double-click** the applicable contact point**. Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. From the Select An Action (For The Employee List) menu, select **Split T&A.** The Split End and Start pop-up appears.



Split End And Start pop-up

3. **Select** the applicable start and end dates for the spilt T&A.
4. Click **[OK]** to confirm your selection and continue with the Split T&A process.

   Note: Leave data should be recorded only on the second T&A. Also, if you use TC 65, Regular Military Leave, when preparing a split T&A, you must record the number of hours of military leave used on the Leave Acct.

   If you click **[OK]** the T&A will appear on the T&A List on two lines, one for each part of the T&A (Split Part1 and Split Part 2).

5. **Select** each part individually from the T&A List. On the employee list double click Part 1.
6. **Complete** the necessary T&A information on Part 1.
7. Click **[Save]** to save the information entered on Split #1.
8. On the employee list double click Part 2.
9. **Complete** the necessary T&A information on Part 2.
10. Click **Save** to save the information on Split #2.
11. Click **[Verify]** to verify both Split #1 and Split #2. Both parts of the T&A will be verified.

    Note: If you attempt to **[Verify]** after completing Split #1, an error message will appear. Both parts must be completed before the T&A may be verified. You do not have to go back and click **[Verify]** on Split #1. Clicking **[Verify]** on Split #2 verifies both parts.

Merging A Split T&A Back Into One T&A

The Merge T&A option is used to merge a split T&A back into one T&A (i.e., a timekeeper inadvertently prepared a split T&A when it was not necessary).

1. **Double-click** the applicable contact point. If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. **Select** the applicable employee from the Employee List.
3. **Select** either record of a **split T&A** on the T&A List to be merged.
4. Click **Merge T&A**. The Merge T&A pop-up appears**.**

Merge T&A pop-up

5. Click **[OK]** to merge the T&A. The T&A is now merged back into one T&A. Only the data from Split #2 is retained.

   Note: The merge process does not combine Part 1 and Part 2 TC's. Only the data from Part 2 of the split is retained. You must update the T&A to reflect the correct information after choosing the merge option.

Exercise 17

Split T&A with 80 Hours

Employee Detail

1.	SSN	777-77-XXXX
2.	LAST NAME	Gras
3.	FIRST NAME	Mardi
4.	MIDDLE	(Leave Blank)

Split T&A Information

Part one begin day (default 0)
Part one end day 07
Part two begin day 08
Part two end day (default 0)

Part 1 of Split Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Accounting
01-40 hrs	90199999999

Part 2 of Split Bi-weekly T&A

1. TRANSACTION CODES

Week 2	Accounting
01-40 hrs	90199999999

Print Selected T&As

The Print Selected T&As option is used to print T&As. T&As are printed prior to transmission. The Print Selected T&As options can be accessed from the drop-down menu, the Bi-Weekly T&A tab, or the T&A List.

Print Reports

1. On the Contact Point List, double-click the applicable T&A contact point. **Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. On the Select An Action drop-down (for the Employee List) menu, click **Select All** to print all of the T&As for a contact point.

OR

Select only those T&As to be printed.

3. On the Select An Action drop-down (for the Employee List) menu, click **Print Selected T&As**. The Print Stored Accounting pop-up appears.

Print Stored Accounting pop-up

4. On the Print Stored Accounting pop-up, click **[OK]** to print any applicable stored accounting. The Print T&A window is displayed.
5. The Print T&A window displays all of the T&As (in the print format) for a contact point. You can scroll through the T&As to be printed.

OR

From the employee's Bi-Weekly T&A tab click **[Print]**. The Print T&A window is displayed.

NAME:	LOWRY , MATTHEW	SSN#:	437-56-8956	T & A PAY PERIOD:	06	DATE:	4/15/2004
T & A CONTACT POINT:	34 44 3123 68 02	FT		PAY PERIOD DUTY:		80.0	
ALT WORK SCHD:	Normal						

TRANS CODE	TRANS DESCRIPTION	TRANS AMOUNT	WEEK 1	WEEK 2	ACCOUNTING DATA
No records found.					
WEEKLY HOURS IN PAY STATUS			0.0	0.0	
TOTAL HOURS IN PAY STATUS				0.0	
WEEKLY OTHER HOURS			0.0	0.0	
TOTAL OTHER HOURS				0.0	

ANNUAL LEAVE CATEGORY:	6
SICK LEAVE CATEGORY:	4
CEILING:	240
REMARKS	
PAY PERIOD:	06
BEGIN DATE:	03/21/2004
END DATE:	04/04/2004

LEAVE RECORD

TYPE	BALANCE FORWARD	ACCRUED	USED	ENDING BALANCE
ANNL	0.00	6.00	0.00	6.00
SICK	0.00	4.00	0.00	4.00

CERTIFIED TIMEKEEPER		EMPLOYEE		SUPERVISOR	

Certified Correct: All Regular Time, Leave Overtime, Night Differential and Holiday Time was worked and approved to Law and Regulations.

Print T&A Window

6. Click **[Print]** to print the T&A(s).

Transmitting T&As

The Transmitting T&As option is used by the Transmitter to transmit T&As to NFC. After T&As have been verified, printed, and signed, they are ready for transmit to NFC. T&As should be transmitted by the close of business on Tuesday following the end of the pay period. The **Transmission Results** option can be used to check the status of transmitted T&A(s).

Note: You can transmit from the Employee List at any time by clicking the transmit link above the Employee List.

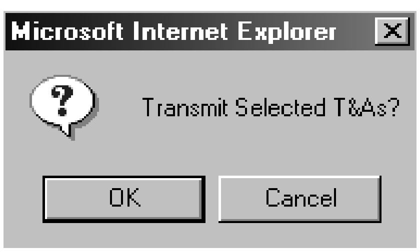
Transmit T&As

1. On the Contact Point List**, double click** the applicable contact point. **Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. On the Select An Action drop-down (for the Employee List) menu, click **Select All** to transmit all T&A's for a contact point.

   OR

   Select only those T&As to be transmitted.

3. On the Select An Action drop-down (for the Employee List) menu, click **Trans**___mit Selected T&As___ *to select only those T&As to be transmitted*. TheTransmit Selected T&As pop-up appears.

   Transmit Selected T&As pop-up

4. Click **[OK]** to transmit theT&A(s). After clicking **[OK],** the Status of the T&A is Released until the Payroll/Personnel database picks up the T&A(s). Once the T&A(s) are picked up, the Status is updated to **Transmitted**. The Successfully Transmitted pop-up appears.

   Successfully Transmitted pop-up

5. Click **[OK]**.

To check the status of the transmission file:

1. On the Contact Point List, **select** the applicable contact point.
2. Select **Transmission Results**. The T&A Transmission Confirmation report is displayed.

T&A Transmission Confirmation Report

Confirm The Transmission

NFC confirms receipt of T&A data by transmitting a Confirmation Report(s) to the designated printer listed in the JCL.

Preceding the Confirmation Report is the JCL printout, which provides information relating to the file (job) that has been transmitted.

Immediately following the JCL printout is a 3-page report, JES2 Log-System SYSB-NODE NFC. This report indicates if the transmission is complete, incomplete, or abended.

The confirmation transmittal contains total hours, TC, and T&A totals.

Note: Do not discard or misplace the Confirmation Report. It is only generated once and cannot be reproduced.

The following fields are displayed on the Confirmation Report.

- **Blk/Batch** - This field displays the block and batch number assigned by NFC. This is displayed in a 2-position block number, the pay period number, and the sequential batch number.
- **Total** - This field displays the total number of batches received by NFC. The maximum is 200 T&As per batch.
- **T&A's**. This field displays the total number of T&As received by NFC. If this number does not match the number displayed on the Successfully Transmitted pop-up, the timekeeper should contact his/her agency T&A Coordinator or NFC Customer Support.
- **80 Char Rcds** - This field displays the number of 80-character records received at NFC. Each T&A contains twelve 80-character records.
- **Transmitted from Ag St Town Un Tmpk** - This field displays the contact point on the last T&A transmitted.
- **Displayed Message** - This field displays a system-generated message that identifies the total number of T&As by type and pay period number.

Job Step Report

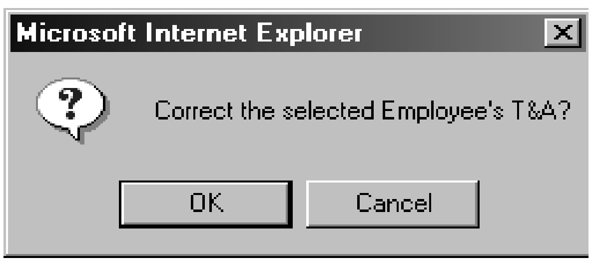
The Job Step Report displays the steps involved in transmission. The system-generated message, ***Job Has Completed Successfully***, indicates that the job has run successfully at NFC. If this message is not displayed for each step in the transmission process, the timekeeper should re-transmit the T&As.

Preparing A Corrected T&A

The Preparing A Corrected T&A option is used to prepare a corrected T&A for a transmitted T&A from the T&A List. Once a T&A has been transmitted, you must prepare a corrected T&A to make any changes to the T&A. Corrected T&As may be submitted up to 26 pay periods after the original T&A was transmitted.

Prepare current Pay Period during processing cycle

1. **Double-click** the applicable contact point. **Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. **Double-click** the applicable employee from the Employee List.
3. On the **Select** An Action (for the Employee List) drop-down menu, select **Correct T&A**. The Correct pop-up appears.



Correct pop-up

4. On the Correct pop-up, click **[OK]**. The employee's Bi-Weekly T&A is displayed.
5. Make the applicable corrections.
6. Click **[Save]** to save the information.
7. Click **[Verify]** to verify the information.

Prepare corrected T&A for Prior Pay Period

1. Select the drop down arrow and click **pay period**. A l ist of pay periods is displayed.
2. Select the pay period of the corrected T&A.
3. Select **GO**.
4. On the employee list, **select** the applicable employee.
5. **Select** Correct T&A from the drop down arrow (select an action).
6. Once the corrected T&A is selected a pop-up will appear **"Correct the selected employee T&A"**. Click **OK**.
7. Correct the appropriate data for the prior T&A.
8. Click **[Save]** to save the information.
9. Click **[Verify]** to verify the information.

Exercise 18

Corrected T&A to Add Overtime Import

Employee Detail

1.	SSN	555-55-XXXX
2.	LAST NAME	Lamb
3.	FIRST NAME	Mary
4.	MIDDLE	(Leave Blank)
5.	WORK SCHEDULE	Full Time
6.	PAY PLAN	GS
7.	SPECIAL TYPE	(Leave Blank)
8.	TOUR OF DUTY	80.00
9.	DAY LIMITATION	(Leave Blank)
10.	LEAVE CATEGORY	Annual - 8

Leave Acct tab

1.	LEAVE BROUGHT FORWARD	Annual Leave - 100.75 Sick Leave - 251.75

T&A Header

1.	AWS	Normal
2.	ACCOUNTING DATA USAGE CODE	Stored Accounting

Bi-weekly T&A

1. TRANSACTION CODES

Week 1	Week 2	Accounting
01-40 hrs	01- 40 hrs	(Leave Blank)
21-10 hrs	21 - 15 hrs	(Leave Blank)